## **EMPLOYER APPEALS**

## Introduction

This section of the document will show how an authorized user can file an appeal against a Determination on an employer account. The document ID (from QUEST) of the Determination will be required to begin the process. Upon submission of your appeal, DUA staff will review your appeal. If your appeal is timely, staff may choose to forward the Appeal to the Hearings department or perform account resolution without forwarding the Appeal to the Hearings Department.

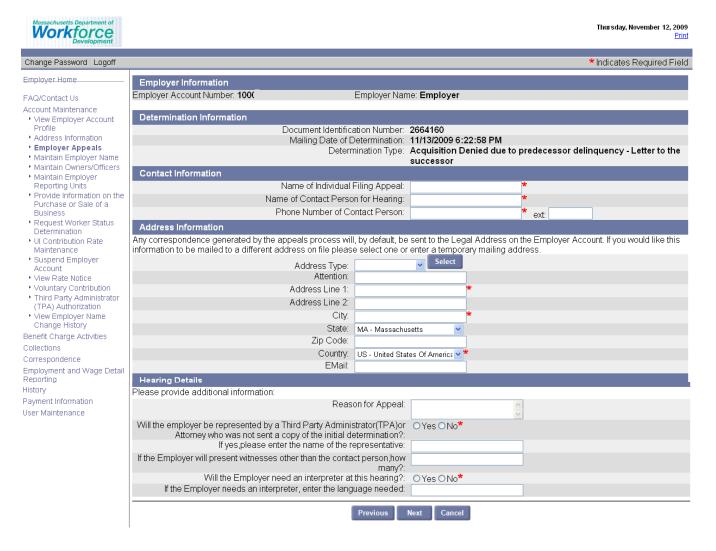
## Step-by-Step Instructions:

- 1. Navigate to the account maintenance splash page for the employer who is filing the appeal. If required, refer to the section on 'Account Maintenance' for navigation.
- 2. Click on 'Employer Appeals'. The following screen will appear. Enter the document ID from the Determination correspondence.



3. Click 'Next'. The following screen will appear. Enter the information required to complete the appeal.

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- 4. Click 'Next'. You will be asked to review the appeal details for confirmation. Confirm by clicking 'Submit'.
- 5. The following page will appear indicating that the filing is complete.

